

# Church Bookings Policy

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**The church building and the Tom Walters Community Room are available for booking** – either by church members or outside groups and organisations. However, as some groups, such as the Choir, the Bible Study, the Bell Ringers use the church building on a more-or-less weekly basis, the PCC have drawn up this Booking Policy, to be fair to those who use the building regularly. It was agreed that, if the PCC has booked the church building, and it will therefore not be available for use by a group on their usual day, they should be properly informed, with sufficient time to make alternative arrangements. The PCC decided on the following:

No one person or group has a monopoly of the church building on any one day or time.

Bookings for events where the whole church building is required, will from now on be managed by the PCC. Anyone organising such an event must liaise with the PCC, who must agree the date and time, and the church building will be booked by the PCC, not by the individual or group organising the event. When this happens, if the date or time coincides with any regular groups that might normally be using the church on that occasion, the Secretary will inform them, well in advance, that the church building is required by the PCC.

Bookings for smaller group events, where only the Tom Walters Room is required, will be managed via the Church Diary, and everyone will be expected to respect those groups that use the room on a regular basis at a specific time, such as Bible Study and Coffee Mornings, for example. However, it was also agreed at the PCC that Occasional Offices, such as weddings and funerals, will always take priority, and regular groups using the Meeting Room will be required to make alternative arrangements in such cases.

Where there is a dispute between two different groups wanting to use the Meeting Room at the same, and they cannot come to an amicable agreement, the Rector and Wardens will decide on the matter that will be final.

**All Saints PCC August 2024 (review date)**